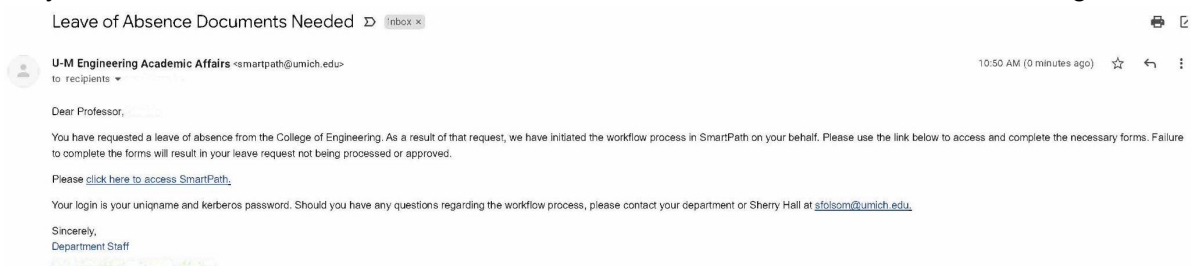


# SmartPath Leave of Absence or Reduced Appointment Quick Reference Guide

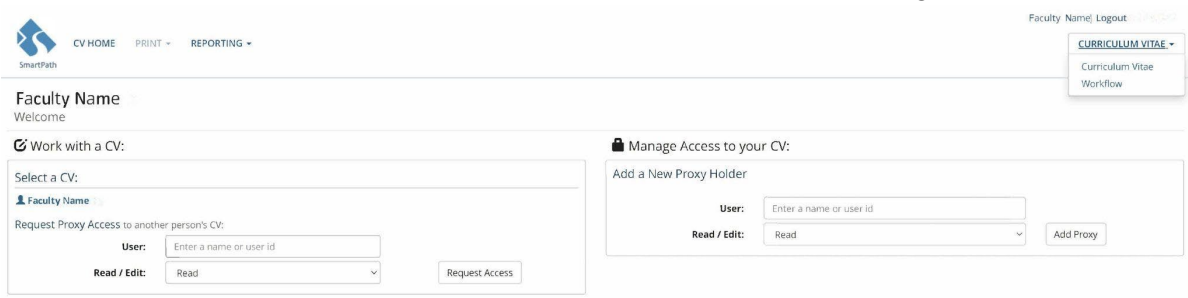
## Items you may want to gather before getting started (as applicable):

- Utilize this info to select the appropriate leave type. [<https://adaa.engin.umich.edu/admin/faculty-leaves/>]
  - Personal [<http://www.provost.umich.edu/faculty/handbook/16/16.C.html>]
  - Professional Development [<http://www.provost.umich.edu/faculty/handbook/16/16.B.html>]
    - Scholarly activity [<https://spg.umich.edu/policy/201.30-4>]
    - Duty off-campus [<https://spg.umich.edu/policy/201.90>]
    - Federal Intergovernmental Personnel Agreement (IPA) [<https://spg.umich.edu/policy/201.30-5>]
  - Unpaid Leave of Absence Instructional SPG [<https://spg.umich.edu/policy/201.30-1>]
  - Reduced appointment
- # of Doctoral Students you advise
- List of PAFs or grants you are on, including their #s
- List of service assignments
- List of course #s
- List of key personnel involved in your research
- IPA Assignment Agreement (if applicable) (see SPG for sample)

Once you notify your department that you would like to begin a Leave of Absence or Reduced Appointment, they will initiate a workflow in SmartPath. You will receive an email like the following.



Use the link in the email you receive to log into SmartPath with your kerberos username and password. Once in SmartPath, select Workflow from the dropdown menu in the upper right hand corner.



Begin by clicking on the Choose Leave Type link in the left navigation bar.

SmartPath

Leave of Absence Items (0%)

Faculty Name: [Redacted] Faculty Title: [Redacted]  
Department #26-00003

Candidate Leave of Absence Information > Choose Leave Type

Is this an extension of a current leave of absence?  Yes  No

Leave Type: [Select]

Back Print... Save as Draft Save

Select the radio button that corresponds to your scenario and choose the leave type from the dropdown menu. Click Save. Complete the Leave of Absence Form and click Save when complete.

Is this an extension of a current leave of absence?  Yes  No

Leave Type: [Research]

Reason for Request: [Text Box]

Start Date of Leave: [MM/DD/YYYY]

End Date of Leave: [MM/DD/YYYY]

Location of Leave: [Text Box]

Paid or Unpaid Leave?  Paid  Unpaid

Sole Advisor: How many Doctoral students do you currently advise as the sole advisor and in what year are those students? [Text Box]

Co-Advisor: How many Doctoral students do you currently advise as the co-advisor and in what year are those students? [Text Box]

Are you the PI on any active grants or contracts?  Yes  No

Please list your current service assignments: [Text Box]

Click on the Conflict Management Plan/MoU link in the left navigation bar. Complete the form and click Save.

Candidate Leave of Absence Information > Conflict Management Plan / MoU

Dept Name #26-00003

Please list below key personnel involved in your research that will be impacted by this request, including yourself.

Key Personnel, U-M Faculty, Students & Staff Members	U-M Role(s)	Role(s) in Transaction
[Hide]		
<b>Key Personnel #1</b>		
Name:	[Text Box]	[Text Box]
U-M Role(s):	[Text Box]	[Text Box]
Role(s) in Transaction:	[Text Box]	[Text Box]
[Add Key Personnel...]		

The College of Engineering recognizes the need to manage rather than prohibit potential conflicts of interest (COI) when it is expected to serve the interests of the University of Michigan. In circumstances in which sponsored research funding is not involved, the College rather than the University of Michigan Office of Research Conflict of Interest Committee will manage COI. Any material changes to this management plan including changes in personnel, additional funding, or changes to the individuals responsible for overseeing the management must be disclosed to the College as they occur.

Specifics of this management plan are set forth below:

U-M appointment percent: [Text Box]

If your leave type is an IPA, upload the the IPA Assignment Agreement by clicking on the IPA Form link in the left navigation bar, upload the form, and click Submit.

Leave of Absence Items (80%)

Faculty Name: [Redacted] Faculty Title: [Redacted]  
Department #26-00003

Candidate Leave of Absence Information > Submit Forms

Back Submit

Lastly, click on the Submit Forms link in the left navigation bar. Once all steps are complete, you should see green checkmarks next to all steps.

**Leave of Absence Items (100%)**

- ✓ Choose Leave Type
- ✓ Conflict Management Plan / MOU
- ✓ Faculty Member Attestation
- ✓ IPA Form ⚙️ edit
- ✓ Submit Forms